

MSUKALIGWA MUNICIPALITY

MP 302

ANNUAL REPORT

2007 / 2008



Acronyms and Abbreviations

AFS	Annual Financial Statements	PMS	Performance Management System
ASGISA	Accelerated and Shared Growth initiative for SA	PMU	Project Management Unit
BBEE	Broad Based Economic Empowerment	PPE	Property, Plant & Equipment
BT	Business Trust	PSC	Project Steering Committee
CBD	Central Business District	REDS	Regional Electricity Distributors
CBO	Community Based Organisation	SAICA	South African Institute of Chartered Accountants
CDW	Community Development Worker	SALGA	South African Local Government Association
CFO	Chief Financial Officer	SAPS	South African Police Services
CRR	Capital Replacement Reserve	SAQA	South African Qualification Authority
DMA	Disaster Management Act	SCM	Supply Chain Management
DPLG	Department of Provincial and Local Government	SITA	State Information Technology
DPSA	Department of Public Service and Administration	SLAs	Service Level Agreements
EBA	Ermelo Business Association	SMME	Small Medium and Micro Enterprises
EPWP	Expanded Public Works Program	SMS	Senior Management Services Agency
EXCO	Executive Committee	TAC	Technical Advisory Committee
FBS	Free Basic Services	WSP	Workplace Skills Plan
FBSI	Free Basic Services and Infrastructure		
GAAP	General Accepted Accounting Practice		
GAMAP	General Accepted Municipal Accounting Practice		
GFS	General Functional Structure		
GRAP	General Recognised Accounting Practice		
HR	Human Resources		
HRD	Human Resource Management		
ICT	Information and Communication Technology		
IDP	Integrated Development Plan		
IEC	Independent Electoral Committee		
IGR	Intergovernmental Relations		
ISO	International Standards Organisation		
ISRDP	Integrated Sustainable Rural Development Programme		
ITIL	Information Technology Infrastructure Library		
KPI	Key Performance Indicator		
LGSA	Local Government Strategic Agenda		
M&E	Monitoring and Evaluation		
MDB	Municipal Demarcation Board		
MFMA	Municipal Finance Management Act		
MIG	Municipal Infrastructure Grant		
MIS	Municipal Information System		
MLDP	Municipal Leadership Development Programme		
MMIS	Municipal Management Information System		
MOU	Memorandum of Understanding		
MPCC	Multi-purpose Community Centre		
MSA	Municipal Systems Act		
MSIG	Municipal Systems Improvement Grant		
MSP	Municipal Service Partnership		
NCOP	National Council of Provinces		
NGO	Non-Governmental Organisation		
NQF	National Qualifications Framework		
NSDP	National Spatial Development Perspective		
OHS	Occupational Health and Safety		
PMDS	Performance Management and Development System		

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CHAPTER 01

INTRODUCTION AND OVERVIEW

1. Chapter 1 [Introduction and Overview]

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Cllr Vilakazi, Bheki Michael
Executive Mayor

Foreword by the Executive Mayor

Our Municipal vision is **“Through its committed people, Msukaligwa will be the best municipal service deliverer and will continually better itself in order to transform and develop the delivery system to meet the challenge of sustainable development and improved well-being”.**

The municipal council is committed to good, caring, developmental, democratic and clean governance. As such the council shall at all the times observe best practices that are free from all form of racism, corruption and unfair discrimination.

In pursuit of a better life for all residents of our municipality, we have in the past financial year made two important interventions:- One such intervention is development of the Spatial Development Plan of which it is anticipated to be finalized by July 2009. The process of consulting all stakeholders is underway. The plan is critical in addressing spatial imbalances resulting in poor planning which impact negatively on service delivery.

The second intervention is the development of the LED strategy which will be finalized by May 2009. To indicate the importance of Local Economic Development, let me quote from the book: Visions of black economic empowerment by Eric Mafuna: *“the ability of people to conduct economic activities for their own benefit is central to underpinning any credible political process. There is little sense in credible political freedom without the concomitant ability to rely on oneself for independence”*

The biggest challenge in any municipality is vested in the effective delivery of basic services. The municipality will continue to ensure that we meet this mandate in spite of the given limited resources. Equally so, the maintenance and management of existing municipal assets is as important as providing new services. If existing assets such as electricity networks, water, roads and sewer networks are allowed to fall into disrepair, the budgets allocated for emergency upgrading become more costly than timorous maintenance.

As a developmental local government, consultation and listening to the views of stakeholders becomes as equally important as the provision of services. To this end the IDP review and budget consultation became indispensable. We are also required to have the ability to plan and to intervene through the development of inclusive and democratic policies in order to be able to respond to the needs, interests and challenges of the communities we serve.



BM-Vilakazi
Executive Mayor



Kubheka, Thusi Hezekiel
Municipal Manager

Foreword by the Municipal Manager

In our endeavor to fulfill our constitutional mandate to provide democratic and accountable government for local communities and provision of services in a sustainable manner, as Msukaligwa Municipality we are proud to mention that for the period under review, we have managed to achieve most of the objective of the Municipality. It is also important to mention that whatever we have achieved, was through commitment and support from our staff, councilors, sector departments, business sector and all other stakeholders.

To ensure continued and rapid response to our community needs for the 2007/08 financial year, we have through our community participation programmes, Ward committees and Community Development Workers collected ideas and inputs that enabled us to prioritize and achieve our objectives. We have in this financial year established a call centre which improved our response to communities in case of emergencies and service related matters. We have through our skills development programme ensured that employees and students are capacitated to become pioneers of the continued development and service delivery of our municipality while recognizing the most important role played by the funding institution for learner ship programmes.

We have strive to ensure that we keep a clean audit record and improve on service delivery by establishing Project Management Unit which ensures proper projects planning and implementation. The establishment of the Supply Chain Management unit has marked another achievement in ensuring proper procurement processes within the municipality though human resource capacity still remains a challenge. In our endeavor to ensure improvement on our individual and the entire organizational performance, the municipality has introduce the Balanced Score Card Performance Management System (PMS) which is at the final stage of its development and will be introduced from top management to middle management at the first phase, then to the entire personnel. We have therefore strived to ensure that our priorities and performance are based on the 5-Year Local Government Strategic Agenda key performance areas which are:

-  KPA 1: Institutional Transformation and Organizational Development
-  KPA 2: Basic Service Delivery and Infrastructure
-  KPA 3: Local Economic Development
-  KPA 4: Financial Viability and Management
-  KPA 5: Good Governance and Public Participation

In terms of the provisions of the Municipal Systems Act, the assessment of our IDP has revealed that our IDP is not credible due to lack of some key sector plans which we could not develop as result of financial constraints. We have however managed to secure funding from DBSA and the Department of Economic and Planning for funding the development of the of Spatial Development Framework (SDF) and Local Economic Development (LED) strategy respectively. The Department of Agriculture and Land Administration is also funding for the development of our Environmental Management Framework (EMF) which also forms part of our key sector plans. The above sector plans are currently under development and hope that they will completed in a near future.

We would like to quote from an important document issued in 1996, entitled "The State and Social Transformation", in which leaders of our broad movement said " The most important current defining future of South African Democratic state is the it champions the aspirations of the majority who have been disadvantaged by the many decades of undemocratic rule. Its primary

aim is to work for the emancipation of the black majority, the working people, the urban poor, the rural poor, the women, the youth and the disabled. It is the task of this democratic state to champion the cause of these people in such a way that the most basic aspirations of this majority assume the status of hegemony, which informs and guides policy and practice of all the institutions of government and state". It is however important to recognize that the Municipality has the responsibility to extend its functions further than what has been described above. It has to attend to the concerns of the rest of the population which is not necessary part of the majority defined above.

The success of our Municipality could widely be attributed to the contribution and harmonization between the politicians and administration in ensuring that systems (Strategic plans, Integrated Information System, Performance Management System, ITC to mention a few) flourish.

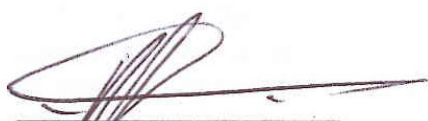
The world is changing around us at an incredible pace due to remarkable technological change. Council has to respond to keep up with the hopes and aspirations of citizens and business, to remain efficient and trustworthy. The future of local municipalities is to use Information Technology to give citizens choice, with personalized service designed around their needs. Within the public services we have to use technology to join up and share services rather than duplicate them. Therefore the IDP remains a legal contract which is a mandate received from our communities to change their lives so as to realize the dream of the "Better lives for all".

It is a simple fact that we are stronger and more effective when we work together than apart. It is also self-evident that we will only be able to deliver the full benefits to customers that those new systems offer through using technology to integrate the process of government at the centre. The community participation, the strengthening of the Ward Committees and the effective participation of the Community Development Workers (CDW's) cannot be over emphasized in realizing this objective.

But most of all, we have to have the right people with the right professional skills to plan, deliver and manage all these challenges so as to satisfy the needs of our customers.

The stability between the politicians and administration is a concrete foundation in order to discharge our responsibilities as expected by our communities. Good working relationship, cohesion and tolerance amongst councilors are a key to realize good results in terms of service delivery. To discharge this responsibility, we all committed ourselves to co-operate as both the politicians and the administration in order to fulfill the mandate given by our communities when assuming duties in various offices.

It is indeed an honor to present this report to you. Allow me to congratulate the devoted citizens, councilors, officials and all stakeholders for their continuing support during the year.



Kubheka, Thusi Hezekiel
Municipal Manager



Vision & Mission




VISION

VISION FOR MSUKALIGWA MUNICIPALITY

Through its committed people, Msukaligwa will be the best municipal service deliverer and will continually better itself in order to transform and develop the delivery system to meet the challenges of sustainable development and improved wellbeing.

MISSION

We commit ourselves to:

-  Directing all its resources, systems and capabilities in a cost effective, transparent and accountable manner to ensure effective and efficient administration and economic growth focused on addressing the needs of the community we serve as envisaged in our IDP.
-  Doing everything within our capacity to reach the goals as set out in the IDP plan.
-  Serving the various stakeholders within the Msukaligwa Municipal area as effectively and efficiently as possible with emphasis on development with all available resources.



Executive Summary For The Annual Report: 2007 /2008 Financial Year

Msukaligwa Municipality prides itself with the commitment of the entire staff members, Councilors, Sector Departments, Business community and other strategic partners in the light of the rapid response to the community challenges, needs and interests in the **2007/ 2008 Financial Year**.

The IDP Review and Budget Consultation programs are the integral part of public participation in which the active involvement of the members of the community, Ward Committees and Community Development Workers bear testimony to the initiatives of participatory democracy which serve as the lifeblood of our municipality.

Although the administration of Msukaligwa Municipality made inroads in the area of effective service delivery but Council should not relax with assurance in the positive wheels of inevitable progress as both politicians and administration should fulfill the mandate given to them by the people when assuming duties and discharging responsibilities in various offices.

Spatial Development Plan which shall be finalized by July 2009, Development of the LED Strategy to be completed by May 2009, Establishment of the Project Management Unit which ensures proper projects planning and implementation, Establishment of the Supply Chain Management Unit, Balanced Score Card Performance Management System (PMS) to be introduced in measuring our priorities and performance based on the Five Year Local Government Strategic Agenda espoused by the Service Delivery Budget Implementation Plan are a few of the positive developments at the coalface of the administration.

















Msukaligwa Municipal Council positively responded to the high demands of technological advancement in this technocratic society which saw paradigm shift of opportunities, threats, weaknesses and strengths in the ITC sector in which substantial improvement at the Call Center emerged as the commendable highlight of sound Electronic Communication System.





























Our Municipal vision is **“Through its committed people, Msukaligwa will be the best municipal service deliverer and will continually better itself in order to transform and develop the delivery system to meet the challenge of sustainable development and improved well-being”**.

The municipal vision delineating the journey traveled thus far in reflecting the successes, shortcomings and challenges encountered culminating into the realization of our strategy objectives of effective service delivery, good, caring, developmental, democratic and clean administration for sustainable community development.

Good working relations, cohesion and political tolerance amongst Councilors are the key ingredients of good governance in serving the clientele community of Msukaligwa Municipality with the great deal of aplomb.

Msukaligwa Municipality Overview of the Municipality

Reporting Level	Detail	Total
Overview:	Provide a general overview of municipality: this may include a short narrative of issues peculiar to the municipality and issues specific to the financial year being reported.	
Information:	<p> Geography: [Municipal Demarcation Board]</p> <ul style="list-style-type: none"> ➤ Geographical area in square kilometers <p> Demography:</p> <ul style="list-style-type: none"> ➤ Total population ➤ Indigent Population ➤ Total number of voters [IEC] ➤ Aged breakdown: [Municipal Demarcation Board] <ul style="list-style-type: none"> ○ 65 years and over ○ between 40 and 64 years ○ between 15 and 39 years ○ 14 years and under ➤ Household income: [Municipal Demarcation Board] <ul style="list-style-type: none"> ○ over R3,499 per month ○ between R2,500 and R3,499 per month ○ between R1,100 and R2,499 per month ○ under R1,100 per month 	<p>6015.6510 Km²</p> <p>124 804</p> <p>5 620</p> <p>53 659</p> <p>112</p> <p>172</p> <p>52 956</p> <p>43 564</p> <p>135</p> <p>382</p> <p>4 170</p> <p>15 422</p>
Key Performance Area	Performance During the Year, Performance Targets Against Actual Achieved and Plans to Improve Performance	
Performance Management	<p> Provision of Basic Services, Good Governance, Co-operative Government, Rights and Duties of Municipal Councils and any existing other legislative duties in line with the provisions of the Municipal Systems Act 32 of 2000</p> <ul style="list-style-type: none"> ➤ chapter 2 (1 – 4) ➤ chapter 3 (8) (1 – 2) ➤ chapter 4 (16,17, 18,20) ➤ chapter 5 (23, 24,25,27, 28, 29, 29, 34, 36) ➤ chapter 6 (38, 39, 40, 41, 42, 44,45 , 46) ➤ chapter 7 (50, 51, 53) <p> Provision of General Political guidance over the fiscal and financial affairs of the Municipality in line with the municipal Finance Management act 56 of 2003</p> <ul style="list-style-type: none"> ➤ chapter 7 (52) (a – e) (53) (1 – 3) 54 (1-3) 55 (a-b) 58 , 59 (1- 3) 	
Financial Management	<p> 100% Compliance to the MFMA and other Financial Regulations</p> <p> Capacity building for the Municipality in Partnership with Sector Departments</p> <p> Support of Provision of Basic Service Delivery [budgeting/funding/ financial control]</p> <p> Municipal Financial Viability and Management</p> <p> Institutional Development and Transformation [HR & management]</p> <p> Supply – Chain Management [Procurement & Support for SMME's , BBBEE]</p>	
Provision of Free Basic Electricity	<p> All locals to have signed agreements with ESKOM to provide free electricity to rural areas with access and formal areas directly supplied by them by end of June 2007 [when funding is available to meet backlog]</p>	
Planning and Infrastructure Development	<p> Urban & Rural Planning [IDP/Infrastructure development & Township establishment inputs]</p> <p> Spatial Development Framework [monitor & control land use]</p> <p> Planning of Bulk infrastructure [municipality's bulk services]</p> <p> Project Management [Municipal infrastructure, projects & EPWP]</p> <p> Transport [transport planning & facilitation & support of forums]</p>	

	 Technical support for the municipality [projects]  Coordination and support for sector plans
Provision of Basic Services in Rural Areas	 100% of households to be identified in rural areas per ward by end of June 2008  100% of all identified households In Rural Areas be provided with Basic Services by 2015 [when funding is available to meet backlog]
Provision of Water	 100% of funded Water Infrastructure projects completed per financial year [Bulk & Reticulation]  Access to clean water by all by end of 2011 [when funding needed for backlog and new needs is made available]
Provision of Proper Sanitation	 100% of funded Sanitation projects completed per financial year [Bulk & Reticulation]  Provision of access to proper sanitation services to all 2007 [when funding needed for backlog and new needs is made available]
Provision of electricity (bulk & Reticulation)	 100% of Electricity projects completed per financial year [Bulk & Reticulation]
Management & Corporate Services	 Administration (Council and Mayoral Services) <ul style="list-style-type: none"> ➤ Human Resources ➤ Legal Resources ➤ Industrial Relations ➤ Communication and Marketing ➤ Youth, Gender and Disability Programmes ➤ Information Communications Technology
Contribution to Local Economic Development	 60 % of District and Local Budgets be spend on local SMME's, BBEE , Local  Businesses per annum  500 jobs created per financial year indirectly through partnership or service provision to the District and Local municipalities through expenditure [MIG & EPWP / Procurement] Support and Development of SMME's through ASGISA / EPWP / MIG in partnership with Sector departments  100% completion of LED strategies for the Municipality by June 2008
Good Governance	 100% ISO 9000 implementation by end of June 2007  100 % Training of Ward Committees as planned  100% Training of councilors as planned  100% participation of Local municipalities on Exec. Mayoral excellence programme  100% communication with communities & IGR  Creating forums for the farm dwellers and vulnerable groups  Roll out of IT for the Municipality  To improve intergovernmental relations in partnership with Sector Departments
Facilitation of Provision of Housing	 100% of locals having housing data and information on land and services needs to support access to housing by end June 2007 [National Department]
Community Services	 MPCC [Coordination of support and management of community centers]  LED [support and development of SMME's / contractors & suppliers]  LED Plan available
Tourism Strategy	 N17/N2 high-mobility corridor/Rivers  Floodplain Wetland Areas/Ridges

**GRADING OF LOCAL AUTHORITY****AUDITORS****BANKERS****REGISTERED OFFICE**

Grade 8

Auditor-General

Standard Bank

Civic Centre

C/o Church and Taute streets

P.O. Box 48

ERMELO

2350

Telephone

(017) 801 3500

FACSIMILE

(017) 801 3851

MUNICIPAL MANAGER

Telephone

Mr. Kubheka, Thusi Hezekiel

(017) 801 3752

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(017) 801 3708

E-Mail Address

tmkhabela@msukaligwa.gov.za**DIRECTOR ENGINEERING**

Telephone

Mr. Dlamini, Mphumeleli Lawrence

(017) 801 3749

E-Mail Address

ldlamini@msukaligwa.gov.za**ENQUIRIES**

Customer Care Centre

08611msuka [086 116 7852]

Building Plans

(017) 801 3590

Electricity

(017) 801 3606

Water

(017) 801 3592

Sewerage

(017) 801 3750

Consumers

(017) 801 3519

PAYPOINTS

Civic Centre

(017) 801 3500

Thusiville

(017) 801 3738

Wesselton

(017) 801 3738

Van Riebeeck Street

(017) 801 3686

Breyten / Kwazanele

(017) 801 3794

Chrissiesmeer / Kwachibikhulu

(017) 801 3664


























Davel/Kwadela

(017) 801 3760

Lothair / Silindile

(017) 801 3669




Function: Msukaligwa Municipality
Sub: Councillors Secretarial (Office of the Executive Mayor, Speaker and Councillors)

Reporting Level	Detail	Total
Overview:	Includes all functions delegated to the Executive Mayor, Speaker and all Councillors by Council and legislation.	
	The legislation referred to here are the following: <ul style="list-style-type: none">  The constitution of RSA (Act no 108 of 1996)  The Municipal Structures Act (Act 117 of 1998)  The Municipal Systems Act (Act no 32 of 200)  The Municipal Finance Management Act (Act 56 of 2003) 	
Description of the Activity:	The functions of the Executive and Council within the Municipality include the following: <ul style="list-style-type: none">  Community participation on IDP, PMS, budget preparation and strategic decisions regarding Municipal Services.  Good governance (transparent, effective, efficient, participation).  Oversight role of the political arm of Local Government.  Empowerment of the youth, women and physically challenged.  Delivery the Basic Services to the people.  Attainment of the objectives of the Millennium Development goals.  Implementation of the IDP and Budget.  Implementation of the Community Development Workers programme.  Ensuring the provision of services to communities in a sustainable manner.  Ensuring socio-economic development. 	
Analysis of the Function:	Councillors details: Total number of Councillors <ul style="list-style-type: none">  Political Parties and representation <ul style="list-style-type: none"> ➤ African National Congress ➤ Inkatha Freedom Party ➤ Pan African Congress ➤ Democratic Alliance ➤ Freedom Front 	
		26
		1
		1
		3
		1
	Total	32
	Number of wards	16
	Mayoral Committee Members <ul style="list-style-type: none">  Vilakazi, Bheki Michael ➤ Chairperson of Finance and Corporate Services  Zwane, Zifozonke Selby ➤ Chairperson of Public Safety and Engineering Portfolio Committee  Shongwe, Neti ➤ Chairperson of Community and Health Portfolio Committee  Mdebele, Mafika Johannes  Maseko, Bee Aaron  Butter, Leendert 	Executive Mayor
		Full Time Councillor
		Full Time Councillor
		Councillor
		Councillor
		Councillor
	Ward Councillors <ul style="list-style-type: none">  Ward Committees as a vehicle to enhance community participation on all Municipal activities 	
	Councillors; Proportional	
	Audit on Ward Committees <ul style="list-style-type: none">  Audit form distributed to all Ward Committees  Functional  Non Functional [Re launching of some of these Committee underway] 	10
		6


INDICATORS FOR WARD COMMITTEE FUNCTIONALITY

	Process indicator	Output indicator	Proof
1	Number of ward Committee meetings and attendance.	Link between the Committee & Councilors	Agendas and minutes of meeting
2	Number of ward meeting and attendance by community	Participation in IDP	Agenda
3	No of door to door	Involvement projects	Reports
4	Number of complaints	Household information	Complaint Management System
5	Management updating of Ward Profile and data base indigents	Reduction of Protects	Ward Committee
		Reports	









The key issues for 2007/08 are:

-  Lack of resources e.g. Support staff, transport, office space stationery
-  Quorum resignation, lake of interest, lack of Programme of Action e.g. Cleaning Campaign.
-  Training needs – not well capacitated to perform duties



Interventions

-  Audit forms identified critical areas that need intervention by Gert Sibande District, DPLG and Mpumalanga Department of Local Government and Housing. *[This refers to funding]*

Ward Committee Training requirements:-

-  Chairing meetings
-  Record
-  IDP and Municipal processes
-  Induction of roles and responsibilities of Ward Environment
-  Community Based Planning
-  Communication
-  Facilitation
-  Conflict Management


Administration support on Ward Committees :

-  Staffing the office of the Speaker to ensure effective and efficient functioning of Ward Committees
-  Summit on Ward Committee and Community Participation to be held on 21 January 2009 to consider the draft funding model for Ward Committees

Public Participation on 2008/2009 Budgets


-  IDP and Budget inextricably linked to one another.

Legislation:


-  MFMA Section 23, 24 and Municipal System Act Chapter 4 –speaks to public participation on tabled budget.
 - No of budget consultation meeting:
 - Overall attendance to these meetings:

18
3721


Future consultation mechanism

-  Advisory Committees – consultation a specific section of community on budget this could include experts in some field Referendum

Referendum:

-  Budget Consultation Imbizo
-  Lobbying
-  Newsletters
-  Radio Interview

Ward Committees participation on

-  IDP Representative Forum 22 October 2008 and its composition

